

*It is not a Secret
that **Secret Pal** Program
will Make you
Happy and Appreciated*

CLASSIFIEDSENATE
 SANTA ROSA JUNIOR COLLEGE

Secret Pal Program
Presented by: Maria Banachowicz & Greg Drukala

Introduction

Maria Banachowicz

- Administrative Assistant III to the Dean of Student Services
- Communications Officer at Classified Senate

Greg Drukala

- Research Analyst at the Office of Institutional Research
- Secretary at Classified Senate



Plan

- Introduction ☒
- Do you have an ongoing community building program in your College?
- What is Secret Pal Program?
- How does Secret Pal work?
- Why it is good for you and your workplace/organization? *psychobabble*
- How to facilitate it?
- Hiccups & drama
- Sharing your programs
- Questions



What is Secret Pal Program?

- It is a program that anonymously matches individuals from across our College so they can spread good wishes and help make others feel appreciated.
- We all need some special attention from time to time.
Secret Pals make you feel good because that's their job!

How does it work?

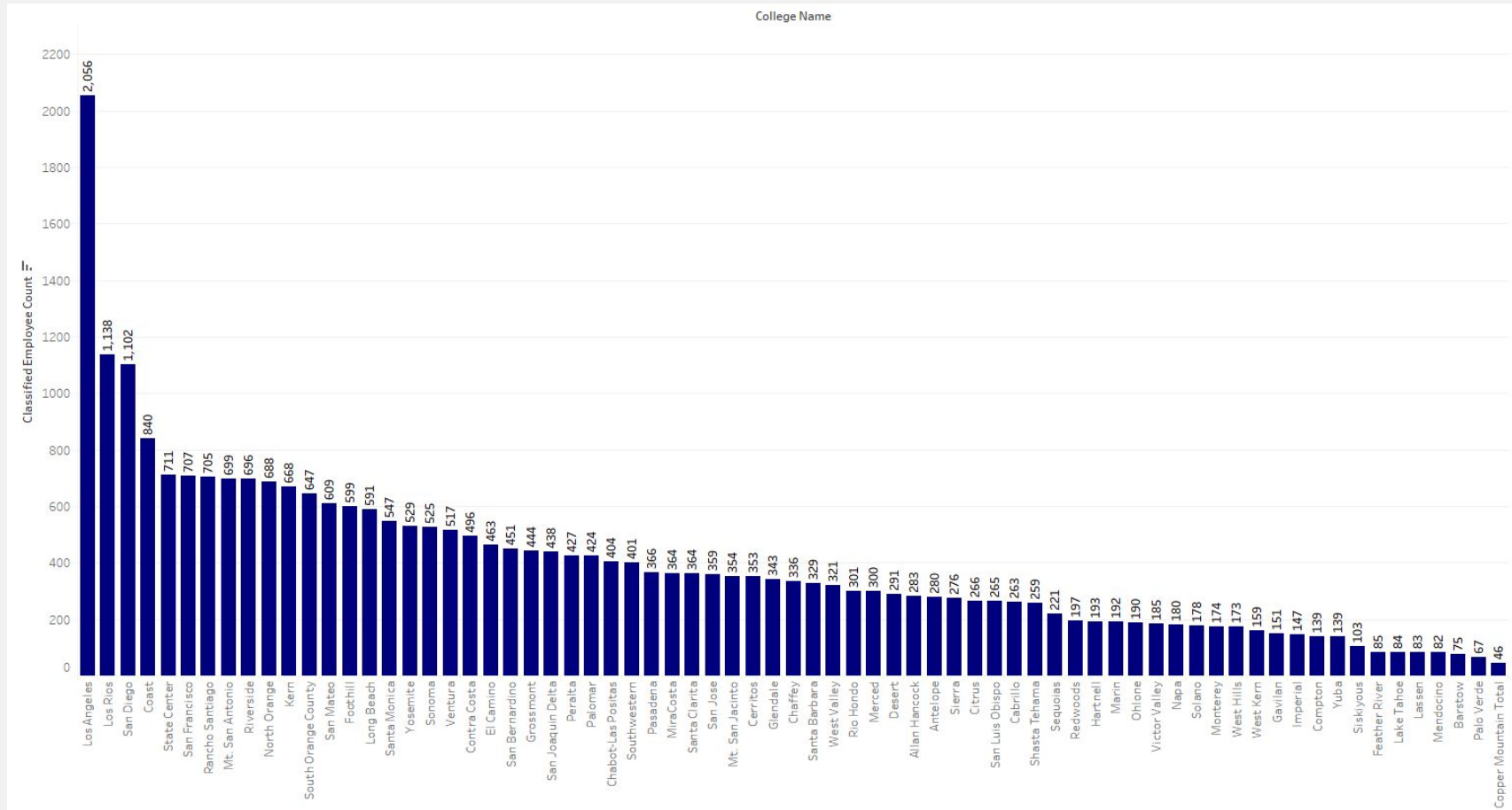
- As a participant, you fill out a questionnaire about yourself. These are collected and placed “in a pot”. Each participant then chooses a questionnaire out of the pot - making sure that no one has picked their own name. This person becomes your **Pal**.
- You are the **Secret Pal** to the person whose name you’ve picked. Over the course of the Secret Pal experience (we recommend at least three months), your “mission” is to do creative, spontaneous, fun and enlivening things for your partner...all anonymously, of course.
- Your **Pal** → someone receiving gifts from you
- Your **Secret Pal** → someone sending you gifts

Why is it good for you?

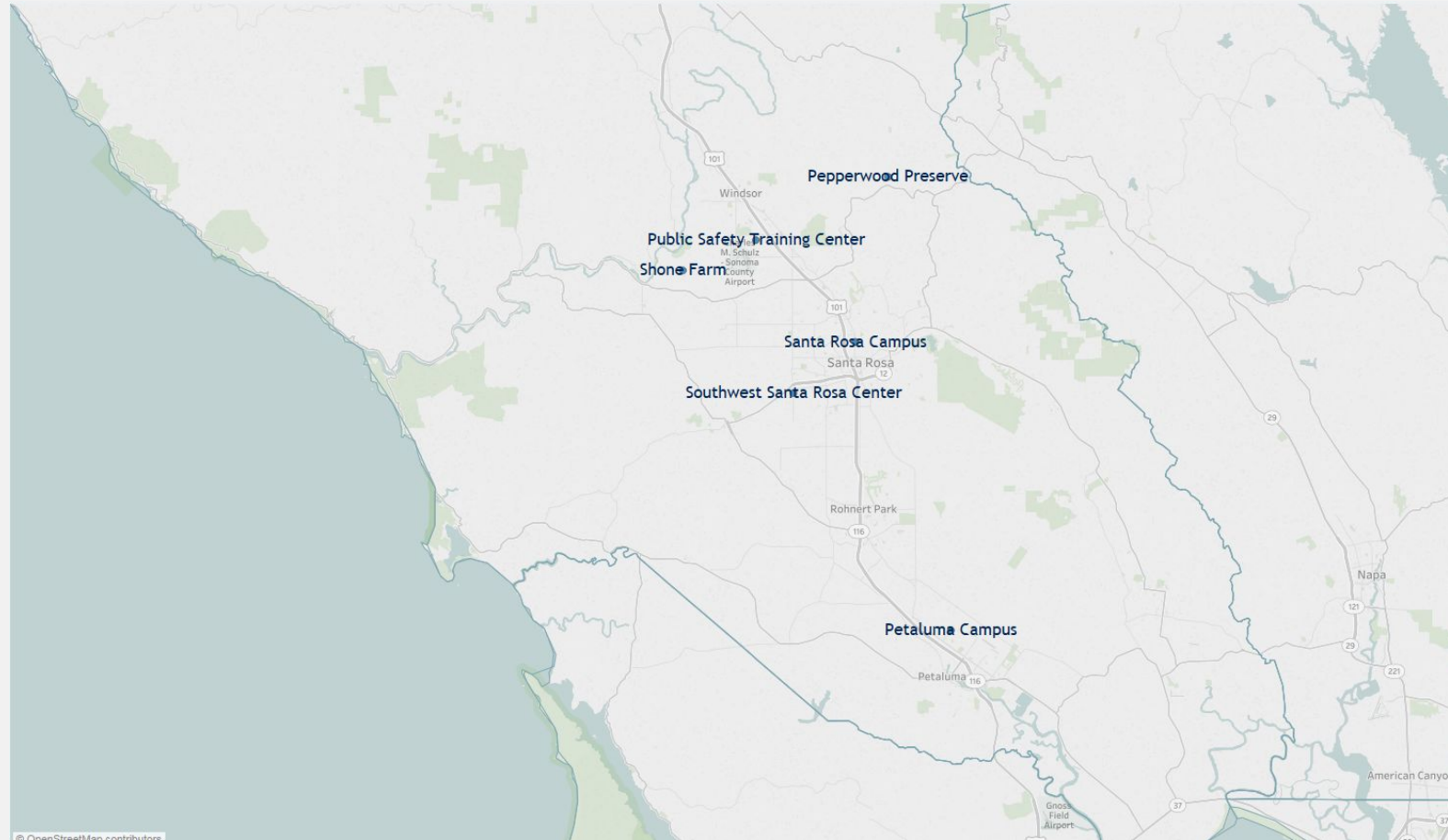
First of all – It is

The word "FUN!" is rendered in a large, bold, 3D font. The letters are a vibrant red color with a glossy finish, featuring highlights and shadows that give them a three-dimensional appearance. The exclamation mark is also in the same style, with a thick base. The entire word is set against a plain white background.

Why is it good for you?



Why is it good for you?



Why is it good for you?

- **25,967** Full Time Classified Employees in California Community College System
- Many part time and temporary Classified Employees
- **525** Full Time Classified Employees in the Sonoma County Junior College District
- Ever growing number of Short Term Non-continuing Employees
- Six main campus locations in Sonoma County Junior College District

How many of your Classified colleagues at your College do you know?

Interpersonal Communication Theory

- Developed by Irwin Altman and Dallas Taylor, the social penetration theory was made to provide conceptual framework that describes the development in interpersonal relationships. This theory refers to the reciprocity of behaviors between two people who are in the process of developing a relationship.
- This theory is best known as the "onion theory". This analogy suggests that like an onion, personalities have "layers" that start from the outside (what the public sees) all the way to the core (one's private self). Often, when a relationship begins to develop, it is customary for the individuals within the relationship to undergo a process of self-disclosure. As people divulge information about themselves, their "layers" begin to peel, and once those "layers" peel away they cannot go back; just like you can't put the layers back on an onion.

Interpersonal Communication Theory

There are four different stages that social penetration theory encompasses.

- ✓ **Orientation stage** - At first, strangers exchange very little amounts of information and they are very cautious in their interactions.
- ✓ **Exploratory affective stage** - Next, individuals become somewhat more friendly and relaxed with their communication styles.
- ✓ **Affective exchange** - In the third stage, there is a high amount of open communication between individuals.
- ✓ **Stable stage** - The final stage, simply consists of continued expressions of open and personal types of interaction.

Interpersonal Communication Theory

Secret Pal program is appropriate for EVERY level of the social interaction – it is up to the participant how much she or he wants to reveal to the other person.

BUT

It is very well suited to facilitate the growth of these interactions, the move from one level to the next.

All this psychobabble simply means that...

It is good to know even better the people we work with!

AND

...Secret Pal programs are a great and fun way to get to know your co-workers.

Facilitating Secret Pal Program

Preparation

- Timeline
 - ☐ 17 weeks during fall or spring semester or 6 weeks during summer session
 - ☐ One-Time around holidays (e.g. Secret Santa, Secret Valentine)
 - ☐ Make some time to introduce & promote the Secret Pal program
 - ☐ Give deadlines to collect questionnaires
 - ☐ At SRJC we typically have 14 weeks program
 - ☐ Make the REVEAL at your end of semester events
- Questionnaire
 - ☐ Create a simple form
- Secret Pal Kit
 - ☐ Some goodies to help to start the program or to simply award the participants



Questionnaire



SRJC Classified Senate Secret Pal Information Form

ALL ANSWERS ARE OPTIONAL

PERSONAL INFORMATION

Name		Department	
Age		Date of Birth	
Married?		Anniversary Date	
Yes No		Spouse Name	
Children?		Name(s)	
Yes No		Age(s)	
Pets?		Name(s)	
Yes No		Type(s)	

FAVORITE THINGS

Color	Flower	Collectibles
Food/Drink	Restaurant	Sport
Holiday	Place to travel	Dream Vacation
Magazines I get		
Magazines I don't get but like		
Book(s)/Author(s)		
Movies	Music	
Hobbies/Interests		

OTHER

Gifts I prefer NOT to receive/allergies?
When I'm in my favorite store, I always look for:
A website I use for online purchasing is:
What makes me laugh:
What makes me cry:
If I had a hundred dollars I would:
The best thing about me:
Anything additional for my Secret Pal to know about me:

SRJC Classified Senate Secret Pal Information Form

PERSONAL INFORMATION

Name		Department	
Age or Age Decade (20's 30's...)		Date of Birth (mm/dd/yy)	
Place of Birth		Zodiac	
In relationship? Married? Partner's Name		Home Address (city/town only)	
Yes No		Name(s)	
Children?		Age(s)	
Yes No		Name(s)/Type(s)	
Pets?		Name(s)/Type(s)	
Yes No		Name(s)/Type(s)	

FAVORITE

Color	Flower	Collectibles
Food/Drink	Snack/Candy	Sport/Sport Teams
Holiday	Place to travel	Dream Vacation
Movies/TV Shows/Music/Books		
Hobbies/Interests		
10 things you like		10 things you dislike
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	
9.	9.	
10.	10.	

OTHER

Gifts I prefer NOT to receive/allergies?
When I'm at work I like:
The best thing about me, or, I am good at:
Anything additional for my Secret Pal to know about me (feel free to write as much as you want, second page OK):

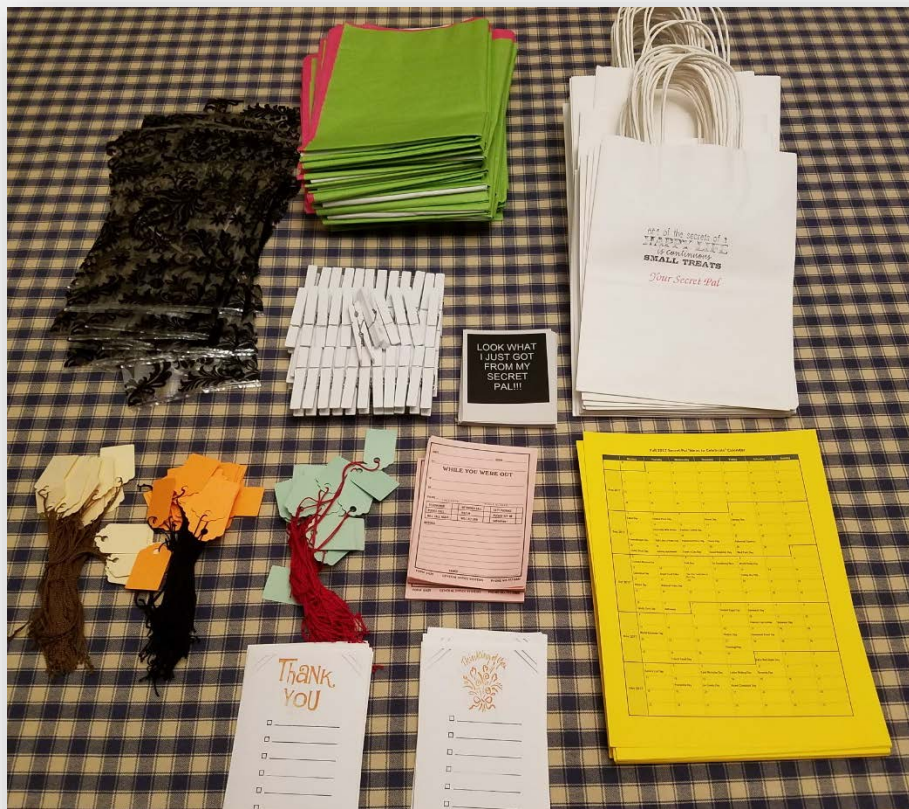
Secret Pal Kit

In your Kit you will find:

- Hand Stamped Gift Bag
- Few small Gift Bags
- Colorful Tissue paper
- Green Construction Paper
- One Red Heart Paper Doily
- Gift Tag
- **“Polaroid” tag** – when you receive a nice gift and you would like to brag about it, you can take a picture and send it to me (see pictures below)
- **Pink “while you were out” message note** – be fun & creative with this old fashion memo note!

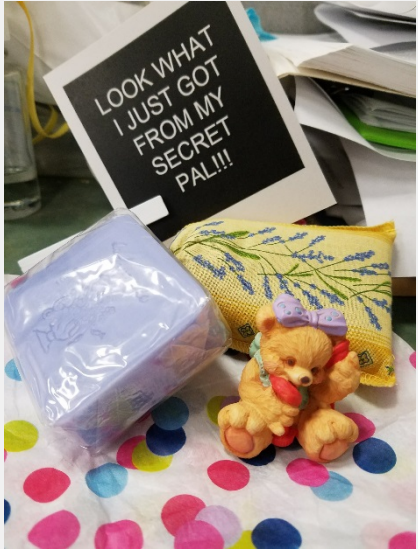
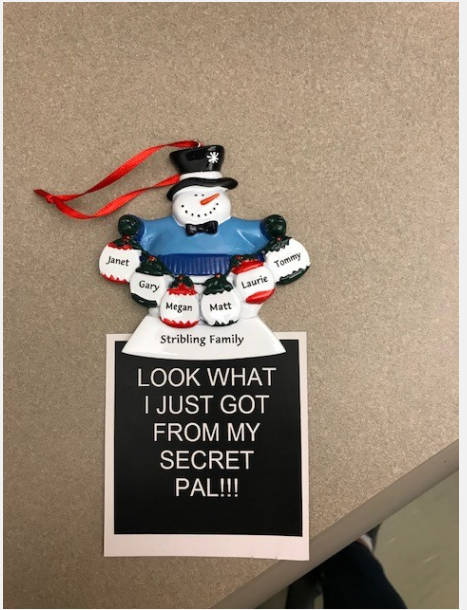
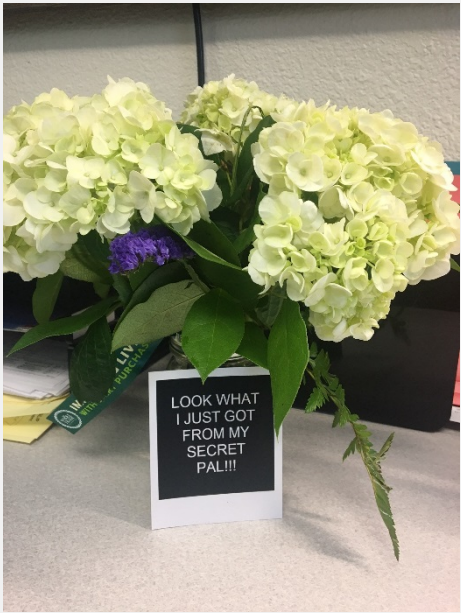
A pink "While You Were Out" message note form. The form is filled out with handwritten text. At the top, "DATE" and "MOON" are blank. "TO" is "Secret Pal". "FROM" is "Steve Wonder". Below this is a table with four columns: "TELEPHONED", "RETURNED CALL", "LEFT PACKAGE", and "PLEASE CALL". The "RETURNED CALL" and "PLEASE SEE ME" boxes are checked. Below the table is a "MESSAGE" section with the handwritten text: "I just called to say I love you ...". At the bottom, "SIGNED" is "SP". The footer of the form reads: "FORM 625 GENERAL OFFICE SYSTEMS PHONE NO. 777-5880".

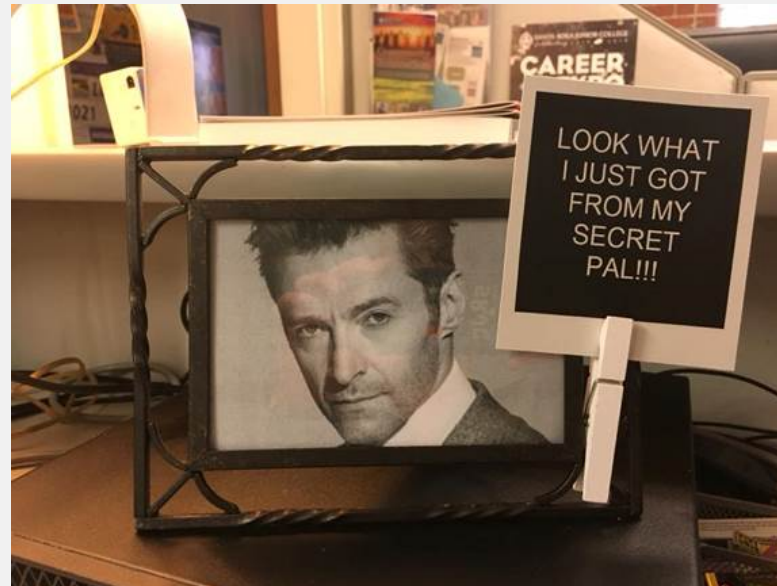
TELEPHONED	<input checked="" type="checkbox"/>	RETURNED CALL	<input type="checkbox"/>	LEFT PACKAGE	<input type="checkbox"/>
PLEASE CALL	<input type="checkbox"/>	HAS IN	<input type="checkbox"/>	PLEASE SEE ME	<input checked="" type="checkbox"/>
WILL CALL AGAIN	<input type="checkbox"/>	WILL RETURN	<input type="checkbox"/>	IMPORTANT	<input checked="" type="checkbox"/>



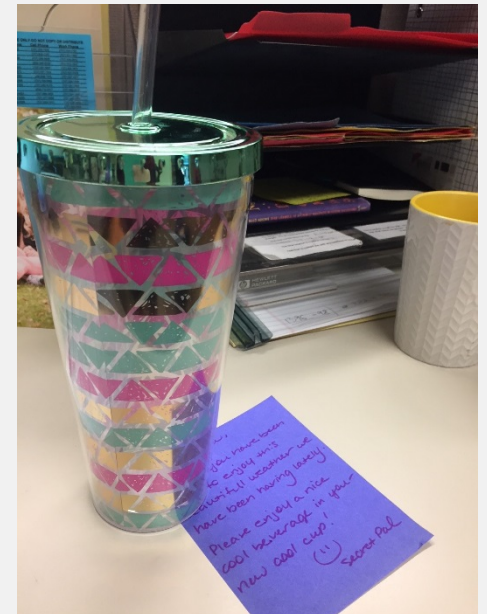
LOOK WHAT







Oh my!!
My Secret Pal really knows me and who my secret boyfriend is!!
© Thank you secret pal!!
Love ♥



Drawing

- At the welcome back event
- By a facilitator

Switching Pal due to:

- having it before
- working in the same office
- male-female, etc.

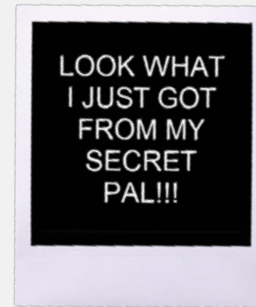
Is always OK



Reminders, reminders, reminders...

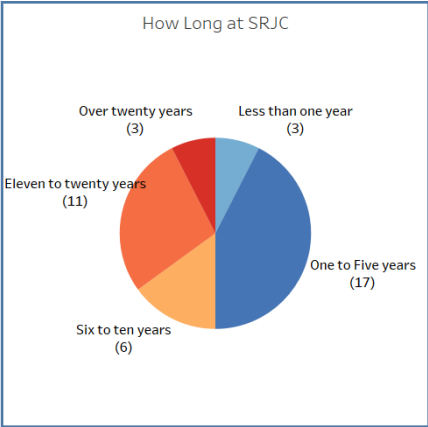
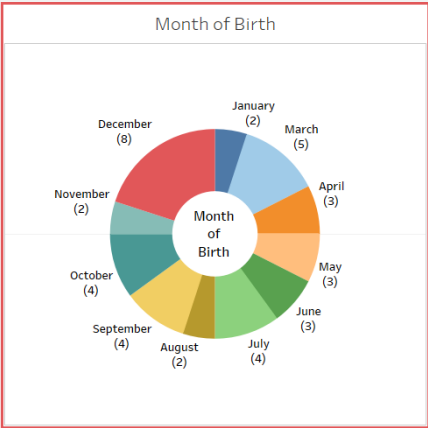
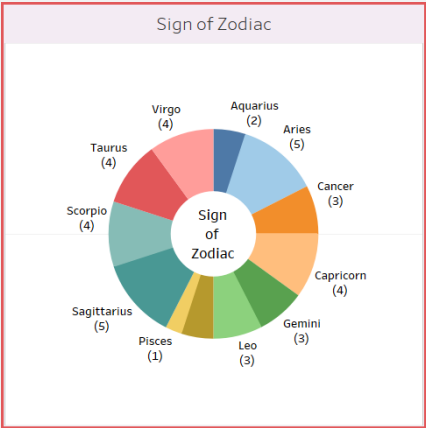


- Emails *(create a DL for your program and send all the emails BCC)*
 - Housekeeping
 - Weekly or bi-weekly emails reminding and encouraging participants
 - Brief & funny surveys
 - LOOK WHAT pictures
 - ✓ Sharing happiness
 - ✓ Bragging
 - ✓ Saying thank you to the giver
 - ✓ Spreading gift ideas
 - Reveal
 - Final survey



❖ Emails sent on behalf of a Pal → secret messages coming from facilitator

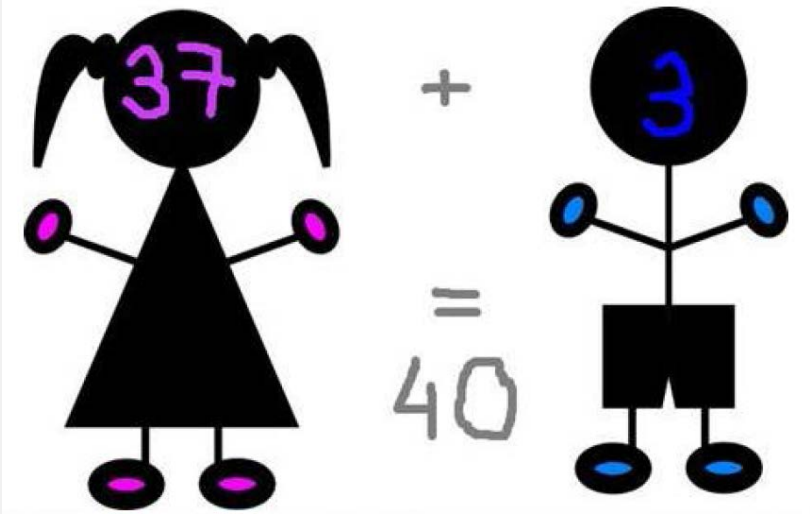
Fun Facts – a brief survey



BIRTHDAY TWINS

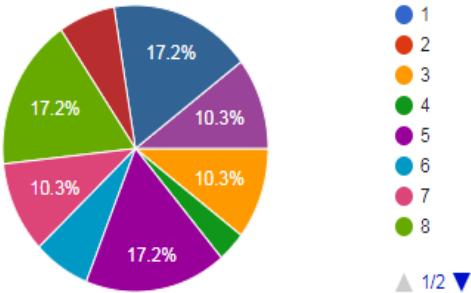
Secret Pals born on:

- March 12th
- March 27th
- July 14th
- July 22nd



How many times did you get something from your Secret Pal (including gifts, email, notes, cards, etc.)? Give us your best guess.

29 responses



Hiccups & Drama

- Late submissions
 - Withdrawing in the middle of the program
 - Moving (promotions, leavings, retirements)
 - Missing submissions (I am so sorry!)
-
- I actually don't like my Pal anymore
 - I did not get enough attention from my Secret Pal
 - Where are my gifts?!?

Interruption

Welcome Back Secret Pals,

I hope this email finds you safe and as well as your circumstance allows.

*Many of you know we have **40 classified employees** in our program. I checked with Susan Muskar in HR if there were folks among us who lost their homes and it seems that everyone on the Secret Pal list is okay.*

Still, many of our families and friends were affected and all of us lived through this traumatic event in our community.

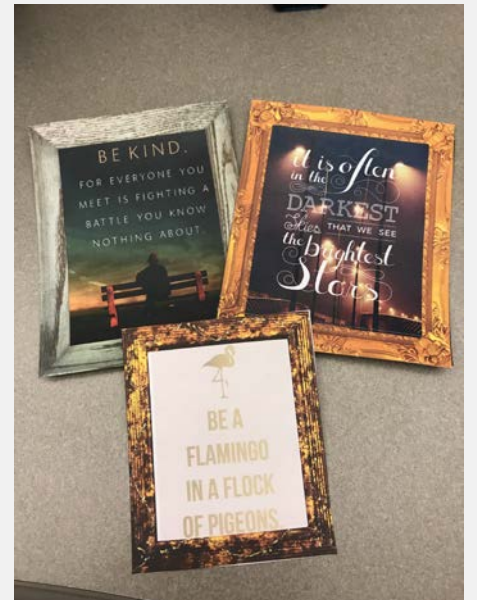
Now, more than ever, we need to know that there are people around us who care about us. Now, more than ever, we need to have Pals at SRJC.

Every little gesture counts! This is why I believe we should continue with our program.

An idea for a small gift at zero cost would be: to share with your Pal your favorite motivational, inspiring, making you strong quote/saying/proverb/song.

I will be distributing small paper frames for your project on Tuesday and Wednesday. If you wish to use them you will need a glue stick or a tape.

- ✓ Type or google you favorite quote
- ✓ Resize it (optional - make it smaller or bigger for the frame)
- ✓ Print it
- ✓ Glue in the frame (optional)
- ✓ Sent it to your Pal



At the end...

Hello Secret Pals,

*Here we are in **week 10** of the program and only **3 more weeks are left**.*

Now it is a good time to send one last gift (or two, or three...) to you Pal before we officially reveal who is who 😊

Please also think about the Secret Pal program overall. I will email you a short survey soon, just to check what worked well, what did not work, what are your expectations and wishes for the next semester.

I know that some of you will not be able to attend the Holiday Mixer on Thu 12/7 at 5:00pm but don't worry, you will hear from me or your Secret Pal by Friday 12/8.

Stay warm, dry, and healthy,

Maria

Are you ready?!

THE SECRET STOPS HERE!



Secret Pal Fall 2017

	Name (Pal)	Drawn	Name (Check your name here to see who was your Secret Pal – left column)
1	██████, Davida	yes	██████, Janet
2	██████, Johanna	no/mail	██████, Alejandrina
3	██████, Monica	no/mail	██████, Kate
4	██████, Amy	yes	██████, Tina
5	██████, Louise	yes	██████, Debbie

Questions from Pals

- How often should I sent something?
- How much \$ per gift?
- How much budget per semester?
- Is alcohol a good gift?
- Could you check on my Secret Pal – is she/he OK, I did not get anything yet...

Please remember that if you run out of ideas for your Pal, or you can't continue to be in the program I am here to help you. Just let me know. If you have an additional question to your Pal, I can ask it secretly for you. If you want to send an email to your Pal, send it to me, and I will secretly forward it to your Pal.

Handmade gifts are always appreciated!

We have great departments/clubs fundraisers on the campus – try to look there first for your gift ideas: this way you make a double gift.

Support your local business or non-profits, talented family members or students when purchasing little gifts.

But remember:

It is really **a thought that counts** not the money that you spend in this program.

How much does happiness cost?

Not much!

If you want to be happy, you're better off spending \$5 on a friend than you are \$20 on yourself.

In a series of simple experiments, Elizabeth Dunn and colleagues (2008) assigned participants to one of four conditions, giving them envelopes of cash and instructions on how to spend it. Each envelope contained either \$5 or \$20 and told participants to spend the cash on themselves or on someone else. At the end of the day, the researchers contacted the participants to see whose happiness was most affected by their purchase.

Can you guess whose happiness was most increased?

Time for your:

- thoughts
- comments
- questions



Cheers!

And have fun with **Secret Pal** Program at your College!





**NO ONE HAS EVER
BECOME POOR BY GIVING.**

ANNE FRANK

YOUR GREATNESS
IS NOT WHAT YOU HAVE,
IT'S WHAT YOU GIVE.

WE MAKE A
LIVING BY
WHAT WE GET,
BUT WE MAKE A
LIFE BY
WHAT WE GIVE.

~WINSTON CHURCHILL



IT'S NOT HOW MUCH
WE GIVE, BUT HOW
MUCH LOVE WE
PUT INTO GIVING.

MOTHER TERESA



Giving kindness does as
much good as receiving
it... Kind people are
healthier and live longer.

Piero Ferrucci

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PICTUREQUOTES

One of the best gifts
you can give someone
is thanking them for
being part of your life.

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KINDNESS
IN WORDS CREATES
CONFIDENCE. KINDNESS IN
THINKING CREATES
PROFOUNDNESS. KINDNESS
IN GIVING CREATES **LOVE.**

LAO TZU

WWW.VERYBESTQUOTES.COM

A light-colored paper bag is shown from a low angle, with its top edge slightly open. A heart-shaped paperclip is attached to the top edge of the bag. The background is dark with many out-of-focus, warm-toned lights, creating a bokeh effect. The text is centered on the front of the bag.


"A kind gesture can
reach a wound that only
compassion can heal."

- *Steve Maraboli*

**YOU CAN ALWAYS GIVE
SOMETHING, EVEN IF IT
IS ONLY KINDNESS**

ANNE FRANK

PICTUREQUOTES.COM

A scenic photograph of a calm body of water, likely a lake or fjord, with a range of mountains in the background under a soft, hazy sky. The water is dark blue with gentle ripples. In the foreground, the dark, rocky edges of a shore are visible. Overlaid on the center of the image is a quote in white, bold, sans-serif capital letters.

**THE HAPPIEST PEOPLE
ARE THE ONES WHO MAKE
OTHERS HAPPY.**

